As amended November 2015 - See end of page 6

TOFTWOOD SOCIAL CENTRE RULES

Preliminaries

1. The name of the Club shall be the "Toftwood Social Centre".

2. The Club room and premises of the Club shall be at the Old School, Shipdham Road, Toftwood, Dereham or such other address as the Club may in general meeting determine.

3. The object of the Club shall be to promote good fellowship, entertainment and social dealings for the benefit of its members and to provide a place where suitable refreshments and amenities are available.

4. The club shall be a members club and shall consist of ordinary members as hereinafter provided.

Membership

5. Every candidate for ordinary membership other than the original five Founder Members must be proposed by one member of the Club and the proposal must be seconded by another member, both the proposer and seconder being ordinary members and both vouching for the candidate's fitness for membership. No reason shall be given to any candidate in the event of the candidate's rejection.

6. Membership of the Club shall not be open to anyone under the age of 18 years at the time of application.

7. No person shall be admitted to ordinary membership until that person has paid to the Treasurer the first annual subscription.

Subscriptions and Associate Membership

8. There will be one category of membership, which will be 'full' for 18 year olds and over.

No child under the age of 18 shall be entitled to obtain the supply of, or consume, excisable liquor upon the Club premises. All children shall be debarred from bringing in a guest and shall be non-voting members. Children under the age of 18 years may only enter the Club premises if accompanied by a full member who shall remain on the premises and accept total responsibility for that child.

The annual subscription for all categories of members shall be decided in advance by members at the Annual General Meeting so that for example at the AGM in 1994 the subscription should be set for the year up to the 1995 AGM.

9. The annual subscription shall be payable on election as provided in Rule 7 and thereafter without demand on the 1st April every year. The General Committee may terminate the membership of any member whose subscription remains unpaid on the 30th April.

Officers and Committee

10. There shall be a Chairman, Vice Chairman, Secretary and Treasurer who shall be elected by the Club in Annual General Meeting from among the ordinary members of the Club and such other officers of the Club as the members may in Annual General Meeting appoint. All such officers shall act in all matters in accordance with the directions of the General Committee of the Club. The Chairman and Treasurer shall be elected for a term of two years as shall the Vice Chairman and Secretary. The election for Chairman and Treasurer shall take place at the 1992 AGM and thereafter every other year and that for Vice Chairman and Secretary at the 1993 AGM and thereafter every other year. A candidate for election must obtain a minimum of half of all votes cast to be elected. If no candidate obtains sufficient votes the candidate with the minimum number of votes will be eliminated and further elections will take place until a candidate obtains the required number of votes.

    There shall also be a General Committee who shall also be elected at the Annual General Meeting of the Club. No member who has been a member of the Club for a period of less than two years running shall be eligible for nomination. No member who is an employee of the Club may stand for election to the committee. Two members of the same family shall be allowed on the general committee, this is only applicable to the general committee not the official roles. Members of the General Committee shall be elected for a term of two years. Those officers and members of the General Committee who shall go out of office may nevertheless be eligible for re-election.

    Nomination forms for the election of officers and committee members shall be available one month before each Annual General Meeting and completed forms returned 5 days before each Annual General Meeting.

    Any committee person who misses three consecutive meetings shall forthwith lose their place on the Committee unless an explanation satisfactory to the remaining members is accepted.

11. Subject to any directions given to him by the General Committee, the Secretary may on behalf of the Club engage domestic staff and other club servants as may be necessary for the efficient and economical running of the Club and may lawfully terminate any such engagement. No committee member may be employed by the Club whilst remaining on the committee.

12. The Treasurer shall keep such proper books of accounts as will enable the Treasurer to present at every Annual General Meeting of the Club or at any other time as required, on reasonable notice given by the General Committee, an accurate report and statement concerning finances of the Club. A separate statement with regard to the purchase and supply of tobacco and intoxicating liquor for the preceding year or the current year, as the case may be, shall also be presented in the said report and statement.

13. Any affairs of the Club not reserved for the Club in general meeting shall for the time being be managed by the General Committee.

Trustees

14. There shall be three Trustees of the Club who shall be appointed from time to time as necessary by the Club in general meeting from among members willing to be so appointed. A Trustee shall hold office during his life or until he shall resign by notice in writing given to the General Committee, or until a

resolution removing him from office shall be passed at a general meeting of the Club by a majority comprising two thirds of the members present and entitled to vote.

15. All property of the Club including land and investments shall be held by the Trustees for the time being in their own names so far as necessary and practicable for the use and benefit of the Club. On the death, resignation or removal from office of a Trustee, the General Committee shall take steps to procure the appointment in general meeting of a new Trustee in his place and shall, as soon as possible thereafter; take all lawful and practicable steps to procure the vesting of the Club property in the names of the Trustee as constituted after the said appointment.

The General Committee shall also ensure that each of the Trustees is furnished with copies of the minutes of the General Committee, and also with copies of the minutes of the meetings of their sub-committees.

16. The Trustees shall in all respects act in regard to the property of the Club held by them in accordance with the direction of the General Committee and shall at the expense of the General Committee have power to sell, lease, mortgage or pledge any Club property for the sole purpose of raising or borrowing money for the benefit of the Club in compliance with the committee's directions. But no Purchaser, Lessee or Mortgagee shall be concerned to enquire whether any such direction has been or is to be given.

Intoxicating Liquor

17. The supply of intoxicating liquor in the Club premises shall be permitted during the normal licensing hours. No intoxicating liquor shall be supplied to members or to any other persons on the Club premises otherwise than by or on behalf of the Club. No intoxicating liquor shall be supplied to any person on the premises except a member or except as hereinafter mentioned in Rules 24 and 24(A) and in no circumstances shall intoxicating liquor be supplied to anyone under the age of 18 years as defined in Rule 8 hereof.

18. The supply of intoxicating liquor both to the club and by the club to members and other persons on the club premises hall be under the sole control of the General Committee who shall arrange for the purchase of it on behalf of the Club and shall secure the due observance of the provisions of the Licensing Act 1964 and all other Acts relating thereto and of any conditions attached to any Licence held by or on behalf of the Club for the supply of intoxicating liquor or to any Registration Certificate granted in respect of the Club premises.

19. No person shall be paid at the expense of the Club any commission, percentage or similar payment on or with reference to the purchase of intoxicating liquor by the Club, nor shall any person directly or indirectly derive any pecuniary benefit from the supply of intoxicating liquor by or on behalf of the Club to members or guests, apart from any benefit accruing to the Club as a whole.

General Meetings

20. An Annual General Meeting of the Club shall be held any day during the last full week in October every year and the statement of Accounts and Balance Sheet for the relevant Financial Year shall be made available for inspection at least one week prior to the Annual General Meeting. Notice of the day and time of the Annual General Meeting shall be posted in the Club in the manner prescribed in Rule 30 at least fourteen days before the said meeting.

21. A General Meeting of the Club may be summoned at any time by the Committee and shall be so summoned immediately upon ten members, each being entitled to vote, delivering to the General Committee a written request in that behalf. A General Meeting shall be summoned by causing a note to be posted in the Club premises in the manner prescribed in Rule 30 for at least fourteen days immediately before the said meeting, but this period may be abridged in the discretion of the committee if, in their opinion, the urgency of the business to be discussed so requires.

22. At any General Meeting of the Club every member of the Club shall be entitled to be present and to one vote upon every question raised. The Secretary shall take minutes of all proceedings at all General Meetings of the Club.

Guests

23. Members may introduce and entertain guests at the Club and there will be kept at the Club premises a Visitors' Book which both the member and his guest shall sign. The member introducing a guest shall be responsible for his guest strictly observing these rules and the Club Byelaws and shall not leave the Club premises before his guest. No person whose membership of the Club has been terminated or is for the time being suspended under the provisions of these rules or whose application for membership has at any time been rejected, shall be introduced as a guest. Any guest shall not be introduced more than three times in any calendar year.

Visiting Sports Teams

24. There may be admitted to the Club's registered premises persons other than members or their guests and intoxicating liquor may be sold to such persons by or on behalf of the Club for consumption on the premises and not elsewhere **PROVIDED THAT** such sales may only be made to members of visiting sports teams, their officials and bona fide guests, who are not less than 18 years of age.

Visitors

24A. Notwithstanding rules 23 and 24 intoxicating liquor may be sold for consumption on the premises to non-members of the Club attending at the Club premises when functions are authorised by the General Committee provided always that:

a) the function is promoted by and the responsibility of a member of the Club who is present at the function, or

b) such other functions not being provided by paragraph (a) hereof provided they are limited to 12 functions in any one year and notice in writing of each such function shall be given to the Clerk to the Breckland Justices and to the Chief Superintendent of Police at least 7 days prior to the date of the function and when such functions are held the Club shall allow the Police the same right of entry to the Club premises as if there were a Justice On-Licence in force.

c) sales to non-members under this clause can only be to persons who are not less than 18 years of age.

31. (a) These rules may be revoked, added to or altered by a majority comprising two thirds or more of its members present and entitled to vote at the Annual General Meeting of which notice has been duly given under these rules specifying the intention to propose the revocation, addition or alteration together with full particulars thereof. Any such alterations will only be considered at the Annual General Meeting if it is requested to be put into the meeting by not less than ten members.

    (b) The Secretary shall ensure that an up-to-date copy of the Club Rules is placed on permanent and prominent display within the Club premises.

Exclusion of Liability

32. Neither the Club nor any officer thereof shall be liable to any member or their guests, or members or any non-member attending a function pursuant to either Rule 24 or 24(A) of visiting sports teams and their guests, for any loss or damage to any property occurring from whatever cause, in or about the Club premises nor for any injury sustained by any such persons whilst on, entering or leaving the Club premises. A notice to this effect shall at all times be displayed in a prominent place on the Club premises.

Dissolution

33. If the number of ordinary members of the Club shall at any time fall below ten, or if at any time the Club shall pass in general meeting by a majority comprising two thirds of the members present and entitled to vote, a resolution (in this rule called "the first resolution") of its intention to dissolve, the General Committee, or failing them, the Trustees, shall take immediate steps to convert into money all the property of the Club with power however to postpone or delay the conversion of any particular property if the Club in general meeting shall so authorise. Out of the proceeds of such conversion the Trustees shall discharge all debts and liabilities of the Club, including the expenses of such conversion and any balances remaining in their hands shall be disposed of by them as the Club in general meeting shall resolve and thereupon the Club shall for all purposes be dissolved. Provided that if the Club shall not, within six month after the date of the first resolution, resolve upon the disposition of any such balance, the same shall be divided equally between all persons who were ordinary members of the Club, provided they had been members for five consecutive years, at the date of the first resolution.

    A copy of the notice convening any general meeting under this rule shall be sent by the Secretary by post to every member at his address last notified to the Secretary not less than fourteen days before the date appointed for the meeting; but any accidental omission to send such copy or the non-receipt of the same shall not invalidate proceedings or resolution.

Updated 10.11.15 by The Secretary.
Updates include amendments made at the Annual General Meetings of the Club on:-
29/10/10, 28/10/11, 25/10/13, 31/10/14 & 30/10/15